

DESIGN REVIEW TEAM (DRT)
Site Plan Review Application

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Deadline, Notes, and Fees
Applicant Information Sheet / Required Documentation

DEADLINE: Submittals must be received by 4:00 PM each business day. Pursuant to Section 47-24.1(1), the Department will review all applications to determine completeness within five (5) business days. Applicants will be notified via e-mail, if plans do not meet the submittal requirements and if changes are required.

A Design Review shall be completed prior to DRC submittal for residential projects proposed in the Downtown Regional Activity Center (Downtown-RAC). The intent of the Design Review process is to assist applicants desiring to develop projects within the Downtown and South Regional Activity Center Districts meet the intent of the applicable master plan design guidelines and standards for the areas.

NOTES: Prior to formal submittal of applications, applicants are encouraged to schedule an appointment with Urban Design & Planning Division staff to obtain feedback regarding subject proposals. The meetings provide an opportunity for applicants to obtain feedback and general direction, prior to expending significant effort on design and preparation of submittal documents.

FEES: All applications for development permits are established by the City Commission, as set forth by resolution and amended from time to time. In addition to the application fee, any additional costs incurred by the City including review by a consultant on behalf of the City, or special advertising costs shall be paid by the applicant. Any additional costs, which are unknown at the time of application, but are later incurred by the City, shall be paid by the applicant prior to the issuance of a development permit.

DRT Review

\$ 1,380.00

Page 1: DRT - Applicant Information Sheet / Required Documentation

INSTRUCTIONS: The following information is requested pursuant to the City’s Unified Land Development Regulations (ULDR). The application must be filled out accurately and completely. Please print or type and answer all questions. Indicate N/A if does not apply.

NOTE: To be filled out by Department

Case Number	
Date of complete submittal	

NOTE: For purpose of identification, the **PROPERTY OWNER** is the **APPLICANT**

Property Owner’s Name	If a signed agent letter is provided, no property owner signature required.	
Proof of Ownership	Warranty Deed	or Tax Record

Applicant / Agent’s Name	
Address, City, State, Zip	
E-mail Address	
Phone Number	

Development / Project Address		
Request / Description of Project		
Current Land Use Designation		
Current Zoning Designation		
Residential SF (and Type)		
Number of Residential Units		
Non-Residential SF (and Type)		
Total Bldg. SF (include structured parking)		
Site Adjacent to Waterway	Yes	No

Required Documentation / Submittal Checklist:

The following number of Plans:

- ☐ One (1) set at 24” x 36”
- ☐ One (1) reduced at 11” x 17”
- ☐ One (1) electronic version of complete application and plans in PDF format

Plan sets should include the following:

- ☐ **Narrative** describing project specifics, to include: architectural style and important design elements. A response to the applicable master plan guidelines, principles and goals. If a specific guideline cannot be met, identify how the intent is met in an alternate way. All narratives must be on letterhead, dated, and with author indicated.
- ☐ **Plans** to include the following:
- ☐ **Cover sheet** including project name and table of contents;
- ☐ **Zoning and Land Use maps** of all properties within a 700’ radius. This may be obtained Urban Design & Planning office, 700 NW 19th Ave., Ft. Lauderdale, (954) 828-3266;
- ☐ **Current survey(s)** of property, signed and sealed, showing existing conditions. The survey should consist of the proposed project site alone excluding adjacent properties or portions of lands not included in the proposal;
- ☐ **Photos** (8x10 color) of existing conditions of adjacent sites and streetscapes;
- ☐ **Conceptual Site Plan** with footprints including shoulder and tower configurations for all proposed and existing buildings and showing all properties and improvements within one block from the project site, indicating existing and proposed buildings, with a graphic distinction made between existing and proposed structures, and identifying pedestrian and vehicular circulation paths including site access points and crossing points. Site Plan should include all site features and the following basic project data (in tabular form on site plan):
 - a) Zoning, Land Use and Character Area designations
 - b) Site area (square feet and acres)
 - c) Residential: number of proposed dwelling units
 - d) Non-residential: gross floor area, and areas of each specific use
 - e) Parking data: parking number to be provided and all parking areas (on and off site) shown on plans
 - f) Building footprint area at grade, total S.F. and as a percent of the total site
 - g) Number of stories and floor plate sizes including floor area at each level where a step back is proposed, GSF
 - h) Building height (expressed in feet above grade) for each major building element. And at each step back
- ☐ **Conceptual Floor Plans** at grade and at each level where a step back is proposed;
- ☐ **Conceptual Elevations**, all sides, showing dimensions of all proposed setbacks and step backs and showing all proposed architectural features or treatment;
- ☐ **Conceptual Sections** through the proposed project showing all adjacent structures and street profiles including the relationship to all across street structures. Sections should be provided anywhere significant variations in the pedestrian street experience will occur. Sections should identify any on-street parking, bulb-outs and landscape areas including dimensions;
- ☐ **Pedestrian Perspective renderings** at eye level from points at the street that will show each of the primary facades of the proposed structure(s) and its relationship to the adjacent surroundings as viewed by a pedestrian;
- ☐ **Aerial photo simulations** to indicate mass outlines of proposed structure(s) superimposed within the context of existing surrounding conditions, from opposing views.

CITY OF FORT LAUDERDALE
DOWNTOWN MASTER PLAN DESIGN GUIDELINES
Design Review Team (DRT) Comments

Case Number:		Zoning District:	
Project Name:		Character Area:	
Project Address:		Date of Review:	

PRINCIPLES OF STREET DESIGN		MEETS INTENT	DOES NOT MEET INTENT	N/A	INFORMATION NEEDED
S1	Maintain fine-grained street grid: discourage vacations.				
S2	Utilize Traffic Calming rather than blocking streets.				
S3	Maximize on-street parking except on major arterials.				
S4	Provide adequate bike lanes in a planned network (next to on street parking: 5ft; next to travel lane: 4ft).				
S5	Maximize street trees on all Downtown Streets.				
S6	Encourage location of primary row of street trees between sidewalk and street.				
S7	Maximum spacing for street trees: Palms -22ft.; Shade trees - 30 ft.				
S8	Minimum horizontal clearance (from building face) for trees: Palms - 6ft; Shade trees - 12ft.				
S9	Encourage shade trees along streets, palm trees to mark intersections.				
S10	Eliminate County “corner chord” requirement not compatible with urban areas.				
S11	Encourage curb radius reduction to a preferred maximum 15ft; 20ft for major arterials.				
S12	Discourage curb cuts on “primary” streets.				
S13	Encourage reduced lane widths on all streets.				
S14	Encourage reduced design speeds on all RAC streets (15 - 40 mph).				
S15	Encourage fixed Rights-of-Way and setbacks for all Downtown streets (to eliminate uncoordinated City setback and County easement requirements). Note: Design of Local streets with public r.o.w.s greater than 60’ will require consultation with Urban Design & Planning Division.				
S16	Bury all power lines in the Downtown Area.				

PRINCIPLES OF BUILDING DESIGN		MEETS INTENT	DOES NOT MEET INTENT	N/A	INFORMATION NEEDED
B1	Framing the street: building “street wall” should generally meet setback line (within a percentage).				
B2	Framing the street: encourage open space site requirements for use as pedestrian public space instead of unusable, leftover ‘green perimeter’.				
B3	Framing the street: minimum and maximum building ‘street wall’ heights (see character area guidelines for specifics).				
B4	Framing the street: encourage maximum building ‘street wall’ length of 300ft.				
B5	Preferred maximum ‘floor plate’ area for towers (see character area guidelines for specifics).				
B6	Where towers are located on Primary (>60ft wide) and Secondary (< or = 60ft wide) Streets, the towers are encouraged to orient towards the Primary Street.				

B7	Where towers are located on streets < or = 60ft, increased step backs from the 'shoulder' are encouraged to reduce the impact on the street.				
B8	Surface parking: discourage frontage and access along 'primary' street.				
B9	Parking garages: encourage access from secondary streets and alleys.				
	Encourage street level activities and minimize visual exposure of parking, with active space on the ground floor of a parking garage.				
	Upper floors of a parking garage should not be visible along primary streets, waterways, and parks. Active spaces on the upper floors are encouraged as a preferred design.				
B10	Encourage main pedestrian entrance to face street.				
B11	Maximize active uses and 'extroverted' ground floors with retail in strategic locations.				
B12	Encourage pedestrian shading devices of various types.				
B13	Encourage balconies and bay windows to animate residential building facades.				
B14	In residential buildings encourage individual entrances to ground floor units (particularly in the Urban Neighborhood Character Area).				
B15	High rises to maximize active lower floor uses and pedestrian-oriented design at ground floor.				
B16	Building Design guidelines do not apply to Civic Buildings and Cultural Facilities.				
B17	Discourage development above right-of-way (air rights).				
B18	Mitigate light pollution.				
B19	Mitigate noise pollution.				
B20	Vertical open space between towers on adjacent lots: Towers are encouraged to maintain vertical open space along side and rear lot lines: minimum horizontal distance of 30 ft (abutting property owners can coordinate tower placement as long as maintain 60 ft clearance).				
B21	Vertical open space between multiple towers on a single development site: no less than 60 ft apart.				
B22	Residential: Encourage minimum ground floor elevation of 2 ft above public sidewalk level for individual ground floor entrances to private units.				
B23	Avoid drive thrus in the wrong places.				
B24	The Fifth Façade: Encourage green roofs as visual amenities that provide a combination of usable, landscaped spaces (recreation & open space benefits) and sustainable roof treatments (environmental benefits).				

QUALITY OF ARCHITECTURE		MEETS INTENT	DOES NOT MEET INTENT	N/A	INFORMATION NEEDED
Q1	Skyline Drama: Encourage towers to contribute to the overall skyline composition.				
Q2	Expressive Tops: Encourage expressive tops for tall buildings above 37 stories in Near Downtown and Downtown Core.				
Q3	Durability and Quality of Materials: Encourage high quality materials for the entire building, with special emphasis on detailing and durability for the first 2 floors.				
Q4	Respect for Historic Buildings.				

Q5	Parking Podium Façades: Where structured parking must be exposed to the street, exceptionally creative solutions should be explored.				
Q6	Response to Natural Environment: Encourage architecture to respond to the unique nature of the south Florida environment (solar orientation, wind direction, rain). Examples: Open breezeway corridors oriented toward prevailing winds; energy efficient glazing; above ground storm water capture and re-use through bio-swales and rain gardens; solar roof panes/awnings.				
Q7	Creative Façade Composition: Encourage a rich layering of architectural elements throughout the building, with special attention to facades below the shoulder level.				
Q8	Original, Self-Confident Design: Encourage a range of architectural styles that each create a strong identity, strive for the highest quality expression of its chosen architectural vocabulary.				

PRINCIPLES OF BUILDING DESIGN		MEETS INTENT	DOES NOT MEET INTENT	N/A	INFORMATION NEEDED
SF1	Retail Location Strategy: Encourage ground floor retail in preferred locations.				
SF2	Encourage a combination of storefront styles and types in adjacent buildings, or within single buildings, to create variety and visual interest at the street level.				
SF3	Encourage durable materials for ground floor retail and cultural uses.				
SF4	Encourage 15 ft minimum floor-to-floor height and encourage interior ground floor flush with adjacent public sidewalk.				
SF5	Encourage significant glass coverage for transparency and views. Encourage restaurants to provide clear visual and physical connections to outdoor seating.				
SF6	Encourage pedestrian shading devices of various types (min 5 ft depth).				
SF7	Encourage multi-level storefront displays to disguise unfriendly uses or blank walls.				
SF8	Encourage well-designed night lighting solutions.				

CHARACTER AREAS		MEETS INTENT	DOES NOT MEET INTENT	N/A	INFORMATION NEEDED
<i>Downtown Core</i>					
1A	Frame the street with appropriate street wall heights: Shoulder: 3-9 floors, Towers: no max.				
1B	Signature Tower: Special architectural design encouraged for buildings over 37 floors.				
1C	Encourage slender towers to complement the skyline and provide more light and air to streets and open spaces below.				
Tower guidelines: <i>Non-residential:</i> preferred 32,000GSF floor plate max. <i>Residential:</i> Buildings up to 15 floors: preferred 18,000GSF floor plate max. <i>Residential:</i> Buildings over 15 floors: preferred 12,500GSF floor plate max.					
<i>Near Downtown</i>					
2A	Frame the street with appropriate street wall heights: Shoulder: 3-7 floors, Non-tower option: 9 floors max with min 15ft step back on portion over 7 floors. No max floor plate up to 9 floors.				
2B	Encourage maximum building height of 30 floors.				
2C	Encourage slender towers to complement the skyline and provide more light and air to streets and open spaces below.				

Tower guidelines: <i>Non-residential:</i> preferred 32,000GSF floor plate max. <i>Residential:</i> Buildings up to 15 floors: preferred 18,000GSF floor plate max. <i>Residential:</i> Buildings up to 30 floors: preferred 12,500GSF floor plate max.					
Urban Neighborhood					
3A	Frame the street with appropriate street wall heights: 2 to 6 floors.				
3B	Townhouses are a suitable option, especially on alley blocks.				
3C	Encourage neighborhood-scaled streetscapes. Building Shoulder: 2 to 6 floors				
Tower Guidelines: <i>Non-residential:</i> 8 floors max with a min 12ft step back on portion over 6 floors: preferred 16,000 GSF floor plate max. <i>Residential:</i> 12 floors max with a min 12ft step back on portion over 6 floors: preferred 10,000 GSF floor plate max.					

COMMENTS					